The Health Care Professional Responsibility and Reporting Enhancement Act requires that a criminal history record background check must be conducted for all health care professionals licensed or certified by the Division of Consumer Affairs.

Beginning in December 2007 and continuing until January 2008, all actively licensed Orthotists, Prosthetists, Orthotist and Prosthetists, and Orthotist and Prosthetist Assistants who have never gone through a criminal history record background check for the New Jersey Division of Consumer Affairs, will begin the background check process.

The background check process includes the following steps:

Step 1. A letter is sent to the licensee along with a Certification and Authorization form.

Step 2. The Certification and Authorization form must to be completed and sent back to the Health Care Reporting Unit, P.O. Box 46019, Newark, NJ 07101.

Step 3. Once the Health Care Reporting Unit receives the completed Certification and Authorization form, a universal form and letter explaining how to proceed with the fingerprinting process will be mailed to the licensee.

Step 4. The licensee schedules an appointment to be fingerprinted by Sagem Morpho, Inc., the vendor under contract with New Jersey for digital fingerprinting, and assumes responsibility for the fee for the entire background check process.

Step 5. The licensee's fingerprints are electronically forwarded to the FBI and SBI to conduct the criminal history background check.

If a licensee chooses not to go through the background check process, he or she will not be able to keep his or her license in an active status. If a licensee is in inactive status, he or she is not required to undergo a criminal history background check. However, in order to reactivate his or her license, the licensee will be required to undergo a criminal history background check.

Please visit www.njconsumeraffairs.gov/chbcfaq.htm to view our *Frequently Asked Questions* regarding the entire criminal history background check process.